

Awards (Trust) Fund Budget Criteria and Spending Plan

1. The fiscal year, for purposes of the Los Angeles County Commission for Women (CW), begins July 1st. The CW budget is adopted at a meeting in July or as soon in the fiscal year as the financials of the previous year are available to the Commission.
2. The TOTAL TRUST FUND BALANCE is comprised of unspent monies from the previous fiscal year, proceeds from the prior year awards luncheon, interest income, income from other functions and any undesignated donations and honoraria.
3. An amount not to exceed \$2,500 of the total budget shall be allocated as seed monies for such expenses as deposits, printing costs, and publicity for the Woman of the Year luncheon. The amount of the seed monies expended shall be considered an expense of the Woman of the Year event. The remainder of the unspent seed monies shall be returned to the TOTAL TRUST FUND BALANCE.
4. An amount of \$2,500 shall be allocated annually for donations to domestic violence shelters and/or other valid domestic violence service providers from each of the five Supervisorial districts (\$500 per district) as determined by the Commission before distribution.
5. A budget comprised of yearly expenses of the Commission shall be allocated annually and identified as Designated Funds. Such items as annual publications, Association meetings, dues, and travel expenditures, expenses of the annual commission retreat, tickets to events determined to be attended by commissioners on an annual basis, and refreshments for the installation of officers and a holiday gathering shall be submitted to the commission for consideration at the time of the adoption of the budget.
6. All undesignated funds shall be considered to be as follows:

An amount not to exceed \$5,000 shall be allocated as the President's Fund and shall be utilized by her or her designee representing the CW at Los Angeles County community functions and /or state and national association meetings.

The remaining balance of the undesignated funds shall be allocated to the full Commission and called the Flexible Spending Account. At the beginning of the fiscal year, the full Commission budget will be divided equally by a 12-month spending cycle. Any unused funds from each spending cycle shall roll-over to the next month total. The Commission, by a majority vote, shall determine all expenditures of the Flexible Spending Account.

- ❖ The President will endeavor to assure CW representation as equally as possible in all Supervisorial districts.
- ❖ There will be no money appropriated for political fundraising

events of any kind. Political fundraising includes all events in which proceeds go to any individual politician or any political party.

- ❖ The Commission may actively support or oppose a ballot measure once the Board of Supervisors has taken a position on the ballot measure. Obviously, the CW position must be in accordance with the Board's position.
- ❖ All expenditures shall be assessed and judged as to their worthiness in furthering the mission and the annual goals of the Commission for Women.
- ❖ Donations shall not be made to an individual.
- ❖ Organizations outside of Los Angeles County shall not be considered for financial support.

6. All requests for funds should be in writing with background material attached, allowing the CW 30 days to make a determination. The requesting organization must provide the following information before the Commission will consider its request:

- ❖ Name of organization
- ❖ Mission of organization - purpose and goals
- ❖ Organization identification - non-profit status / tax ID number
- ❖ History of organization
- ❖ Time of existence
- ❖ Listing of Board of Directors
- ❖ Location of Organization
- ❖ Constituency it serves within Los Angeles County.
- ❖ Purpose and goals of the event for which support is being requested
- ❖ Commissioners or requesting organizations shall be specific in their request regarding the kind of support being requested, i.e. monetary contributions, use of Commission's name or logo, access to mailing resources, and staff assistance.
- ❖ Use of Trust Fund monies for Commissioners personal needs shall be prohibited.

Commissioners must submit all requested materials to the Finance Committee 14 days prior to the next scheduled Commission meeting for consideration of any funding by the Commission.

7. The consolidated Trust Fund Expenditures and Balance Report shall be submitted to the CW on a quarterly basis. The name of the commissioner and/or organization requesting funds will be furnished in the report.
8. Flowers and other expressions of sympathy up to \$100 may be sent to a Commissioner or Commission staff upon his or her own hospitalization or upon the death of a family member as defined in the Los Angeles County Code. Specifically, the death of a father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild, grandfather, grandmother, grandchild or

domestic partner would qualify for this amount. This policy also provides condolences up to \$100 for family members or domestic partners in the event of the death of a commissioner or commission staff.

UNUSUAL CIRCUMSTANCES MAY CAUSE EXCEPTIONS TO BE MADE SUCH AS; TIME CONSTRAINTS, LACK OF A QOURUM, OR MEETING CANCELLATION.

Effective: 8/27/07